

**Draft Minutes of the Maricopa HOME Consortium Public Meeting  
September 20, 2018  
9:30 a.m.**

**Consortium Members Present:**

Matt Hess, City of Avondale  
Riann Balch, City of Chandler (telephonically)  
Melanie Dykstra, Town of Gilbert (telephonically)  
Charyn Eirich-Palmisano, City of Glendale  
Jaime Gonzalez, City of Peoria  
Michele Payakovich, City of Scottsdale  
Deborah Perry, City of Surprise  
LeVon Lamy, City of Tempe  
Rachel Milne, Chair, Maricopa County

**Others Present:**

Renee Ayres-Benavidez, City of Glendale  
Buzz Essel, City of Glendale  
Jamie MacFarlane, City of Glendale  
Melissa Galvez, City of Glendale  
Michael Cardenas, City of Scottsdale  
Joe Gladieux, City of Surprise  
Kathy Nugent, City of Tempe  
Elizabeth Garcia, City of Tempe  
Maryna Leyvas, City of Tempe  
Kinari Patel, MAG  
Carissa Cyr, Maricopa County  
Regina Marette, Maricopa County

**1. Call to Order**

At 9:39 a.m., Rachel Milne, the Chair, called to order the September 20, 2018 Maricopa HOME Consortium Public Meeting, held in the Roosevelt Room, at 234 North Central Ave., 3<sup>rd</sup> Floor, Phoenix, Arizona 85004.

**2. Roll Call**

Regina Marette called the roll and a quorum was established.

**3. Introductions**

Members in the room and on the conference call introduced themselves. Deborah Perry and Joe Gladieux announced that they are filling in temporarily for the City of Surprise.

**4. Approval of Minutes (7/ 19/18)**

Rachel Milne called for a motion to approve the minutes of the July 19, 2018 monthly HOME Consortium Public Meeting. Matt Hess motioned to approve. The motion was seconded by Jaime Gonzalez and passed unanimously.

**5. City of Tempe, Environmental Monitoring Review Update**

LeVon Lamy talked to the Consortium about his recent HUD environmental monitoring. He said Stanley Toal from the HUD Region IX office conducted the review over a one week period. Because the City of Tempe had not been monitored by HUD's Environmental office since 2007, the reviewed covered construction back to the date of the last environmental review monitoring. The main "take-aways" Tempe offered to the Consortium are:

- If the compliance determination is not explicitly listed in the tiered review itself (as opposed to an Appendix or Attachment), it is not considered to exist. In other words, the form needs to be a “stand-alone” document. The compliance factor is determined to be addressed, or not addressed based on the information included on the form, not information located in the Appendix or Attachments.
- HUD is looking for details. LeVon gave the example of an abandoned railroad track located within 3000 ft. of an activity. Even though the railroad is abandoned and hasn’t been active for a decade, it still should still be included in the review, and the determination should state that the tracks were inactive or abandoned.
- The entire State of Arizona has been deemed as Zone 2 in regards to radon by the EPA. Therefore, radon must be considered or tested based on the activity.
- Be sure to know which staff has received environmental trainings and keep certificates on hand. There is free online training called “WISER” on the HUD Exchange.
- Be sure your resolution for the certifying officer is up to date, including the name and title of the certifying officer(s).

#### **6. Guidance on Environmental Reviews – Explosives/Flammable and Toxic/Hazard/Radioactive Materials**

The County provided and discussed guidance handout on project descriptions; explosive and flammable operations; and toxic/hazardous/radioactive materials.

#### **7. Status of 2018 HOME Funding Amendments**

Regina shared the 2<sup>nd</sup> amendment of the 2016 contract was approved by the County Attorney and most of the amendments will be going to the Board of Supervisors on October 10, 2019. The County hopes to have the council approved documents no later than October 5<sup>th</sup>, if possible. The next available BOS meeting date is November 7<sup>th</sup>.

#### **8. 2018-19 Monitoring Schedule**

Carissa notified the Consortium that the County will be monitoring the City of Avondale on October 30, 2018 and will be scheduling the cities of Chandler and Tempe during the first six months of 2019.

#### **9. 3 Year HOME IGA**

The County provided the Consortium with a draft copy of the 3 Year HOME IGA that has been approved by the County Attorney. Rachel noted that page 8 of the IGA has draft language regarding remedial actions of nonperforming/noncompliant Consortium members. Rachel asked the Consortium members to provide feedback on specific actions that would trigger reallocation of program funds by the nonperforming/noncompliant member. The group discussed the following circumstances:

- A Consortium has not met a contractual commitment and/or expenditure deadline.
- A Consortium Member remitting more than one third of a program year allocation to the Treasury Department due to lack of commitments, expenditures or timely draws.
- Obtaining two or more findings that are unable to be corrected during a HUD monitoring of the Consortium Member’s HOME program.

Rachel said that the County would draft some language this week and asked that the members provide feedback prior to the next Consortium meeting.

#### **10. Announcements**

- 10/18 Consortium Meeting- Margy Parisella & Erin Davis from the Arizona State Historic Preservation Office (SHPO) will be here to discuss their philosophy and answer questions. Unfortunately, Stanley Toal will not be in attendance as was previously anticipated.
- CAPER- The public comment period will end September 21, 2018. All pending updates must be submitted no later than Monday, September 24<sup>th</sup>. Maricopa County plans to submit the CAPER to HUD no later than September 28<sup>th</sup>. Consortium members should submit their CDBG CAPERs directly to HUD through IDIS.
- CHDO Review Subcommittee- Regina asked for members to consider volunteering for the CHDO Review Subcommittee. Matt said that if he did not get a CHDO application in his jurisdiction that he would be willing to participate and Renee volunteered to participate if the County needs an additional volunteer.

**11. Call to the Public**

The public had no comment.

**12. Adjournment**

There being no other business, the Chair entertained a motion for adjournment by Charyn Eirich-Palmisano and seconded by Michele Payakovich. The motion passed unanimously. The meeting was adjourned at approximately 10:55 a.m. The next scheduled public meeting will be 10/18/2018.

Respectfully submitted,

Regina Marette  
Recording Secretary